

**Tucson Unified School District No. 1
Governing Board Audit Committee Meeting
Board Conference Room, Morrow Education Center
1010 East Tenth Street
Tucson, Arizona 85719**

**April 28, 2011
10:00 a.m.**

MINUTES

Committee Members Present:

Cliff Altfeld, Chair
Jeffrey Abbott – arrived at 10:14 a.m.
Robert O'Toole, Co-Chair

Committee Members Absent:

None

Others Present:

Nancy Woll, Chief Human Resources Officer, Human Resources
Richard Foster, Program Coordinator, Senior, Human Resources
Sara Gamez, HR Analyst, Human Resources
Jose Figueroa, Budget Coordinator, Office of Academic Budget Management
Adrienne Sanchez, Interim Chief Financial Officer
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

MEETING CALLED TO ORDER – Cliff Altfeld called the meeting to order at 10:14 a.m.

CALL TO THE AUDIENCE

No one requested to speak.

No action required.

ACTION ITEMS

1. Approval of February 17, 2011 Minutes

Robert O'Toole moved approval.
Jeffrey Abbott seconded.
Approved 3-0

STUDY/ACTION ITEMS

2. RFI Tracking List

Governing Board secretary provided update RFI list to the committee, with pending RFI #53. RFI #53 to be discussed during the meeting.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld and Robert O'Toole.

3. Upcoming Audit Issues and Scheduling
Adrienne Sanchez informed the committee that Heinfeld, Meech & Co. would be auditing the attendance records since it's the end of the school year.

No Action Required,
discussion only.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Robert O'Toole and Adrienne Sanchez.

4. RFI-53 – Schedule of Findings and Questioned Costs – Section III
- Highly Qualified Teachers

No Action Required,
discussion only.

Chief Human Resources Officer, Richard Foster, Program Coordinator, Senior, and Sara Gamez, HR Analyst explained in detail the process for Highly Qualified Teachers to the committee. The Human Resources Staff answered questions.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Robert O'Toole and Adrienne Sanchez.

5. Title I Audit
- Adrienne Sanchez and Jose Figueroa

No Action Required,
discussion only.

Jose Figueroa, Budget Coordinator, Office of Academic Budget Management, informed the committee that it was more a yearly cycle routine than a Title I Audit. His department uploads the documents to a program called Elite. Also, he answered questions.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Robert O'Toole and Adrienne Sanchez.

6. Questions Regarding School Finance Summary Manual
- The committee did not have any questions. Adrienne Sanchez asked the committee to e-mail her any questions they might have.

No Action Required,
discussion only.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Robert O'Toole and Adrienne Sanchez.

7. Semi-annual Report to Governing Board
- Cliff Altfeld

Cliff Altfeld suggested to the committee that one of the other committee members present the semi-annual report so that the Governing Board could get acquainted with them. Robert O'Toole offered to present the report.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld and Robert O'Toole.

8. Monthly Budget Update and ERP Status and Milestones
Adrienne Sanchez reported on the budget.

No Action Required,
discussion only.

Persons commenting, asking questions, or providing information were
Jeffrey Abbott, Cliff Altfeld, Robert O'Toole, and Adrienne Sanchez.

9. Proposed Agenda Items and/or Additional RFI's

No Action Required,
discussion only.

Agenda items for May 12, 2011 meeting: List the ongoing items and
add RFI 53 – Schedule of Findings and Questioned Costs – Section III
and Title I Audit.

Persons commenting, asking questions, or providing information were
Jeffrey Abbott, Cliff Altfeld, Robert O'Toole and Adrienne Sanchez.

10. Possible Rescheduling Meeting Time and Dates

Robert O'Toole requested that the next scheduled Audit Committee
meeting be moved to another date and time due to a meeting conflict
for Adrienne Sanchez.

No Action Required,
discussion only.

The Committee agreed that the next Audit Committee meeting will be
on Thursday, May 12, 2011 at 2:30 p.m.

Persons commenting, asking questions, or providing information were
Jeffrey Abbott Cliff, Altfeld, Robert O'Toole and Adrienne Sanchez.

MEETING ADJOURNED 11:47 a.m.

Robert O'Toole
moved approval to
adjourn. Jeffrey
Abbott seconded.
Approved, 3-0

Approved this 23rd day of June, 2011.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Clifford Altfeld
Audit Committee Chair

mcg
04-28-11 Audit Committee/Minutes